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January 20, 2009

TO: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

FROM:

Wendy L. Watanabe
Acting Auditor-Controller

A handwritten signature in cursive script, reading "Wendy L. Watanabe", is written over the printed name and title.

SUBJECT: **GROUP HOME PROGRAM MONITORING REPORT – SAN GABRIEL
CHILDREN'S CENTER, INCORPORATED – CYPRESS, ENID,
HOMEREST, NEARFIELD, PUENTE AND RAMBLING GROUP HOMES**

We have completed a review of Cypress, Enid, Homerest, Nearfield, Puente and Rambling Group Homes (Group Home or Agency) operated by San Gabriel Children's Center, Incorporated. Each Group Home contracts with the Department of Children and Family Services (DCFS) and the Probation Department (Probation).

Cypress, Enid, Homerest, Nearfield, Puente and Rambling Group Homes are each six-bed facilities, which provide care for boys ages 12-17 years who exhibit behavioral, social and emotional difficulties.

At the time of the monitoring visit, Cypress Group Home was providing services for two DCFS children, one Fresno County child and one privately placed child. Enid Group Home was providing services for four DCFS children and two privately placed children. Homerest Group Home was providing services for two DCFS children and four privately placed children. Nearfield Group Home was providing services for three DCFS children, one San Bernardino County child and two privately placed children. Puente Group Home was providing services for three DCFS children, one San Bernardino County child and two privately placed children. Rambling Group Home was providing services for two DCFS children and four Probation children.

Cypress, Puente and Rambling Group Homes are located in the Fifth District. Enid, Homerest and Nearfield Group Homes are located in the First District.

Scope of Review

The purpose of the review is to determine whether the Agency is providing the services as outlined in their Program Statement. Additionally, the review covers basic child safety and licensing issues and includes an evaluation of the Agency's Program Statement, internal policies and procedures, child case records, a facility inspection and interviews with children placed in the Group Home at the time of the review. Interviews with children are designed to obtain their perspectives on the program services provided by the Agency and to ensure adherence to the Foster Youth Bill of Rights.

Summary of Findings

Generally, the Agency is providing the services as outlined in their Program Statement, except for a few deficient areas. All six Group Homes need to repair or replace items throughout the Group Homes, provide children with opportunities to select their own clothes and encourage and assist children in creating and maintaining photo albums/life books. In addition, Enid, Nearfield and Puente Group Homes need to inform children of their right to refuse medication.

Attached is a detailed report of the review.

Review of Report

We discussed our report with the Agency's management. In response to the recommendations made in the report, the Agency's management completed a corrective action plan (attached) which we approved. We thank the management and staff for their cooperation during our review.

If you have any questions, please contact me or have your staff contact Don Chadwick at (213) 253-0301.

WLW:MMO:DC:AA:CC:ek

Attachments

c: William T Fujioka, Chief Executive Officer
Patricia S. Ploehn, Director, DCFS
Ted Myers, Chief Deputy Director, DCFS
Susan Kerr, Senior Deputy Director, DCFS
Robert B. Taylor, Chief Probation Officer
Carol Facciponti-Malcom, Board Chair, San Gabriel Children's Center, Inc.
Porfirio Rincon, Executive Director, San Gabriel Children's Center, Inc.
Public Information Office
Audit Committee

San Gabriel Children's Center, Incorporated
Cypress Group Home
Covina, California 91724
License Number: 197804971
Rate Classification Level: 14

I. Facility and Environment

Method of assessment – Observation

Comments:

Cypress Group Home is located in a residential community. Overall, the exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped. However, the patio cover in the back yard is damaged and the repairs to a window on the side of the house have not been completed.

Generally, the interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, the kitchen oven is dirty.

Children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age-appropriate and accessible recreational equipment. There are also board games, a TV and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

Recommendations

1. San Gabriel Children's Center Group Home management:

- a. Repair the patio cover.**
- b. Complete the unfinished window repair work.**
- c. Clean the kitchen oven.**

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current, comprehensive and include short and long term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

Recommendation

There are no recommendations for this section.

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

Recommendation

There are no recommendations for this section.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities. Children also participate in extra-curricular, enrichment and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

Recommendation

There are no recommendations for this section.

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication and are aware of their right to refuse medication. Medication distribution logs are properly maintained.

Recommendation

There are no recommendations for this section.

VI. Personal Rights

Method of assessment – Interviews with children

Sample size: Two

Comments:

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff

supervision. Children express satisfaction with the quality of their interactions with staff and report that the staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are allowed to make and receive personal telephone calls, send and receive unopened mail and have private visitors. Children attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks. Children also receive voluntary medical, dental and psychiatric care.

Recommendation

There are no recommendations for this section.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides appropriate clothing, items of necessity and the required \$50 monthly clothing allowance to children. Clothing provided to children is of good quality and of sufficient quantity. However, children are not provided with opportunities to select their own clothes.

The Group Home provides children with the required minimum weekly allowance. Children spend their allowances as they choose.

The Group Home provides children with adequate personal care items. However, children are not encouraged or assisted in creating or maintaining photo albums/life books.

Recommendations

2. San Gabriel Children's Center Group Home management:

- a. Provide children with opportunities to select their own clothes.**
- b. Encourage and assist children in creating and maintaining photo albums/life books.**

**San Gabriel Children's Center, Incorporated
Enid Group Home
Azusa, California 91702
License Number: 197805170
Rate Classification Level: 14**

I. Facility and Environment

Method of assessment – Observation

Comments:

Enid Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

Generally, the interior of the Group Home is well maintained. The common quarters are neat. There is adequate lighting in the Group Home. The Group Home provides a home-like environment. However, the carpet throughout the Group Home is worn and dirty, the sofa in the living room is worn, and there is a missing light fixture cover in the dining room.

Overall, children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting and storage space. Window coverings and window screens are in good repair. The beds all have a full complement of linens and children's sleeping arrangements are appropriate. However, a mattress in bedroom three is damaged.

The Group Home maintains age-appropriate and accessible recreational equipment. There are also board games, a TV and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

Recommendations

1. San Gabriel Children's Center Group Home management:

- a. Replace the carpet throughout the Group Home.**
- b. Replace the sofa in the living room.**
- c. Replace the missing light fixture cover in the dining room.**
- d. Replace the mattress in bedroom three.**

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current, comprehensive and include short and long term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

Recommendation

There are no recommendations for this section.

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

Recommendation

There are no recommendations for this section.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities. Children also participate in extra-curricular, enrichment and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

Recommendation

There are no recommendations for this section.

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication. Medication distribution logs are properly maintained. However, children are not aware of their right to refuse medication.

Recommendation

2. San Gabriel Children's Center Group Home management inform children of their right to refuse medication.

VI. Personal Rights

Method of assessment – Interviews with children

Sample size: Two

Comments:

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff and report that the staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are allowed to make and receive personal telephone calls, send and receive unopened mail and have private visitors. Children attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks. Children also receive voluntary medical, dental and psychiatric care.

Recommendation

There are no recommendations for this section.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides appropriate clothing, items of necessity and the required \$50 monthly clothing allowance to children. Clothing provided to children is of good quality and of sufficient quantity. However, children are not provided with opportunities to select their own clothes.

The Group Home provides children with the required minimum weekly allowance. Children spend their allowances as they choose.

The Group Home provides children with adequate personal care items. However, children are not encouraged or assisted in creating or maintaining photo albums/life books.

Recommendations

- 3. San Gabriel Children's Center Group Home management:**
 - a. Provide children with opportunities to select their own clothes.**
 - b. Encourage and assist children in creating and maintaining photo albums/life books**

**San Gabriel Children's Center, Incorporated
Homerest Group Home
Azusa, California 91720
License Number: 197804961
Rate Classification Level: 14**

I. Facility and Environment

Method of assessment – Observation

Comments:

Homerest Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

Overall, the interior of the Group Home is well maintained. The common quarters are neat. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, the kitchen counter is damaged and there is a buildup of mildew around the baseboard in the children's bathroom.

Generally, children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting and storage space. Window coverings and window screens are in good repair. The beds all have a full complement of linens and children's sleeping arrangements are appropriate. However, a mattress in bedroom four is damaged.

The Group Home maintains age-appropriate and accessible recreational equipment. There are also board games, a TV and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

Recommendations

1. San Gabriel Children's Center Group Home management:

- a. Repair the kitchen counter.**
- b. Repair the baseboard in the children's bathroom.**
- c. Replace the mattress in bedroom four.**

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current, comprehensive and include short and long term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

Recommendation

There are no recommendations for this section.

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

Recommendation

There are no recommendations for this section.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities. Children also participate in extra-curricular, enrichment and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

Recommendation

There are no recommendations for this section.

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication and are aware of their right to refuse medication. Medication distribution logs are properly maintained.

Recommendation

There are no recommendations for this section.

VI. Personal Rights

Method of assessment – Child Interview

Sample size: One

Comments:

The child is informed about the Group Home's policies and procedures. The child reports that he feels safe in the Group Home and is provided with appropriate staff

supervision. The child expresses satisfaction with the quality of his interactions with staff and reports that the staff treats him with respect and dignity.

The child reports that he is assigned chores that are reasonable and not too demanding. The child is allowed to make and receive personal telephone calls, send and receive unopened mail and have private visitors. The child attends religious services of his choice.

The child reports that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

The child reports satisfaction with meals and snacks. The child also receives voluntary medical, dental and psychiatric care.

Recommendation

There are no recommendations for this section.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides appropriate clothing, items of necessity and the required \$50 monthly clothing allowance to children. Clothing provided to children is of good quality and of sufficient quantity. However, children are not provided with opportunities to select their own clothes.

The Group Home provides children with the required minimum weekly allowance. Children spend their allowances as they choose.

The Group Home provides children with adequate personal care items. However, children are not encouraged or assisted in creating or maintaining photo albums/life books.

Recommendations

2. San Gabriel Children's Center Group Home management:

- a. Provide children with opportunities to select their own clothes.**
- b. Encourage and assist children in creating and maintaining photo albums/life books.**

**San Gabriel Children's Center, Incorporated
Nearfield Group Home
Azusa, California 91720
License Number: 197804972
Rate Classification Level: 14**

I. Facility and Environment

Method of assessment – Observation

Comments:

Nearfield Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

Generally, the interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, the kitchen counter is damaged, a stove burner is broken and the kitchen oven is dirty.

Overall, children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, the beds all have a full complement of linens, and children's sleeping arrangements are appropriate. However, several bed pillows are stained.

The Group Home maintains age-appropriate and accessible recreational equipment. There are also board games, a TV and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

Recommendations

1. San Gabriel Children's Center Group management:

- a. Repair the kitchen counter.**
- b. Replace the broken stove burner.**
- c. Clean the kitchen oven.**
- d. Replace the stained bed pillows.**

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current, comprehensive and include short and long term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

Recommendation

There are no recommendations for this section.

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

Recommendation

There are no recommendations for this section.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities. Children also participate in extra-curricular, enrichment and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

Recommendation

There are no recommendations for this section.

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication. Medication distribution logs are properly maintained. However, children are not aware of their right to refuse medication.

Recommendation

- 2. San Gabriel Children's Center Group Home management inform children of their right to refuse medication.**

VI. Personal Rights

Method of assessment – Interviews with children

Sample size: Two

Comments:

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff and report that the staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are allowed to make and receive personal telephone calls, send and receive unopened mail and have private visitors. Children attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks. Children also receive voluntary medical, dental and psychiatric care.

Recommendation

There are no recommendations for this section.

VII. Clothing and Allowance**Method of assessment – Review of relevant documents and interviews**

Sample size: Two

Comments:

The Group Home provides appropriate clothing, items of necessity and the required \$50 monthly clothing allowance to children. Clothing provided to children is of good quality and of sufficient quantity. However, children are not provided with opportunities to select their own clothes.

The Group Home provides children with the required minimum weekly allowance. Children spend their allowances as they choose.

The Group Home provides children with adequate personal care items. However, children are not encouraged or assisted in creating or maintaining photo albums/life books.

Recommendations

- 3. San Gabriel Children's Center Group Home management:**
 - a. Provide children with opportunities to select their own clothes.**
 - b. Encourage and assist children in creating and maintaining photo albums/life books.**

**San Gabriel Children's Center, Incorporated
Puente Group Home
Covina, California 91724
License Number: 197801309
Rate Classification Level: 14**

I. Facility and Environment

Method of assessment – Observation

Comments:

Puente Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

Overall, the interior of the Group Home is well maintained. The common quarters are neat. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, the living room carpet is worn and dirty, the TV cabinet is damaged, and there is mildew buildup around the baseboard in the bathroom.

Children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age-appropriate and accessible recreational equipment. There are also board games, a TV and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

Recommendations

1. San Gabriel Children's Center Group Home management:

- a. Replace the carpet in the living room.**
- b. Repair the T V cabinet in the living room.**
- c. Remove the mildew from the baseboard in the bathroom.**

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current, comprehensive and include short and long term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

Recommendation

There are no recommendations for this section.

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

Recommendation

There are no recommendations for this section.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities. Children also participate in extra-curricular, enrichment and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

Recommendation

There are no recommendations for this section.

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication. Medication distribution logs are properly maintained. However, children are not aware of their right to refuse medication.

Recommendation

- 2. San Gabriel Children's Center Group Home management inform children of their right to refuse medication.**

VI. Personal Rights

Method of assessment – Interviews with children

Sample size: Two

Comments:

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff and report that the staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are allowed to make and receive personal telephone calls, send and receive unopened mail and have private visitors. Children attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks. Children also receive voluntary medical, dental and psychiatric care.

Recommendation

There are no recommendations for this section.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides appropriate clothing, items of necessity and the required \$50 monthly clothing allowance to children. Clothing provided to children is of good quality and of sufficient quantity. However, children are not provided with opportunities to select their own clothes.

The Group Home provides children with the required minimum weekly allowance. Children spend their allowances as they choose.

The Group Home provides children with adequate personal care items. However, children are not encouraged or assisted in creating or maintaining photo albums/life books.

Recommendation

- 3. San Gabriel Children's Center Group Home management:**
 - a. Provide children with opportunities to select their own clothes.**
 - b. Encourage and assist children in creating and maintaining photo albums/life books.**

**San Gabriel Children's Center, Incorporated
Rambling Group Home
Covina, California 91724
License Number: 197802232
Rate Classification Level: 14**

I. Facility and Environment

Method of assessment – Observation

Comments:

Rambling Group Home is located in a residential community. Overall, the exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped. However, the wooden fence and the garage door are damaged.

Generally, the interior of the Group Home is well maintained. The common quarters are neat. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, the carpet on the second floor is worn and dirty, the computer desk is broken, and there is mildew buildup around the baseboard in bathroom two.

Children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age-appropriate and accessible recreational equipment. There are also board games, a TV and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

Recommendations

1. San Gabriel Children's Center Group Home management:

- a. Repair the fence.
- b. Repair or replace the garage door.
- c. Replace the carpet on the second floor.
- d. Replace the computer desk.

- e. Remove the mildew from the baseboard area in bathroom two.

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current, comprehensive and include short and long term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

Recommendation

There are no recommendations for this section.

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

Recommendation

There are no recommendations for this section.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities. Children also participate in extra-curricular, enrichment and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

Recommendation

There are no recommendations for this section.

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication and are aware of their right to refuse medication. Medication distribution logs are properly maintained.

Recommendation

There are no recommendations for this section.

VI. Personal Rights

Method of assessment – Interviews with children

Sample size: Two

Comments:

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff

supervision. Children express satisfaction with the quality of their interactions with staff and report that the staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are allowed to make and receive personal telephone calls, send and receive unopened mail and have private visitors. Children attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks. Children also receive voluntary medical, dental and psychiatric care.

Recommendation

There are no recommendations for this section.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides appropriate clothing, items of necessity and the required \$50 monthly clothing allowance to children. Clothing provided to children is of good quality and of sufficient quantity. However, children are not provided with opportunities to select their own clothes.

The Group Home provides children with the required minimum weekly allowance. Children spend their allowances as they choose.

The Group Home provides children with adequate personal care items. However, children are not encouraged or assisted in creating or maintaining photo albums/life books.

Recommendations

2. San Gabriel Children's Center Group Home management:

- a. Provide children with opportunities to select their own clothes.**
- b. Encourage and assist children in creating and maintaining photo albums/life book.**



San Gabriel Children's Center, Inc.

July 29, 2008

Candace Rhue, Group Home Audit Supervisor
Department of Auditor-Controller, Kenneth Hahn Hall of Administration
500 W. Temple St. Room 410
Los Angeles, CA 90012

Re: Corrective Action Plan for Audit Report Dated July 10, 2008

Dear Ms. Rhue,

San Gabriel Children's Center has been providing services to children and their families for over sixteen years. The agency has always strived to provide quality of care to our residents by following all regulations, policies and guidelines from our contracting agencies.

The following is the agency's plan to ensure that these deficiencies will not arise in the future. The Director of Residential Services and Quality Assurance Director are responsible for monitoring to ensure that the corrective action plans remain implemented and working as intended.

Cypress Group Home Findings:

1. San Gabriel Children's Center Group Home Management:

a. Repair the damaged patio cover.

CAP: This recommendation has not been implemented. The Plant Operations Manager is responsible for implementation of this recommendation. An estimate of \$7600.00 has been obtained to repair the patio (see attached). The agency's Vice President of Development is in the process of submitting grant proposals to acquire the funds for this project. The patio cover repair has an anticipated implementation date of January 1, 2009.

b. Complete the unfinished window repair work.

CAP: The window repair was completed on 7/28/08. The Site Administrator and Plant Operations Manager are responsible to ensure that the windows are working properly and in good condition at all times by conducting on-going inspections of the home. All repairs needed in the home will be requested by submitting a work order to the Plant Operations department.

c. Clean the kitchen oven.

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CAP: The kitchen was cleaned on 7/11/08 by Cypress Home staff (see attached picture). The House Manager is responsible to ensure that the kitchen and all appliances are kept clean at all times by conducting daily inspections of the home.

2. San Gabriel Children's Center Group Home Management:

The following recommendation has been implemented at all of the Group Homes (Cypress, Enid, Homerest, Nearfield, TLH-1 and TLH-2).

a. Provide all children with opportunities to select their own clothes.

CAP: The Quality Assurance Technician is responsible to ensure that the residents have the opportunity to select their own clothes. All efforts are made to transport the residents to a retail store to choose their own clothing. On occasion this protocol is not feasible due to the resident's unsafe behavior which can pose a safety risk in the community. There are several attempts made to take the children clothes shopping, however, although this is not the norm, if the child does not demonstrate safe behavior to allow for transportation in the agency van, his clothes are selected and purchased for him.

b. Encourage and assist all children in creating and maintaining photo albums/life books.

CAP: This recommendation has always been implemented. Residents are provided with a life book at the time of intake to our program, however, many of the residents have misplaced their life book or have taken them home while on a home pass and have returned without them. On July 2, 2008 new life books were purchased and provided to all of the residents, including those residents who had one in their possession. The House Manager and Group Home staff are responsible to ensure that life books are updated and maintained by the residents on a monthly basis. This includes adding pictures from agency events, school and/or behavior awards, or any other documents the resident would like to add as a keepsake. Mental Health staff also assist the residents in updating their life book during outpatient and day treatment groups.

Enid Group Home Findings:

1. San Gabriel Children's Center Group Home Management:

a. Replace the carpet throughout the Group Home.

CAP: This recommendation was implemented on 7/25/08. A grant was awarded to our agency by the Ahmanson Foundation which provided funds to allow for the replacement of the carpet with tile throughout the home.



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b. Replace the sofa in the living room.

CAP: This recommendation was implemented on 7/8/08 (see attached receipt). The sofa had already been purchased, however it had not been delivered at the time of the audit. The House Manager will be responsible to ensure that the sofa is clean and in good condition at all times. If the sofa becomes damaged and it is not repairable, a request will be submitted to the Director of Residential Services to purchase a new one.

c. Replace the missing light fixture.

CAP: A new light fixture was installed by the Plant Operations Manager on 7/01/08. The House Manager and Site Administrator are responsible to ensure that all light fixtures are in good working condition at all times. All repairs needed in the home will be requested by submitting a work order to the Plant Operations department.

d. Replace the damaged mattress in bedroom three.

CAP: The damaged mattress was replaced with a new one on 7/11/08. The House Manager will be responsible to guarantee that all mattresses are clean and without damages by conducting monthly inventories of mattresses and linen. Any mattresses needing replacement will be requested by submitting a work order to the Plant Operations department.

2. San Gabriel Children's Center Group Home Management inform all children of their right to refuse medication.

CAP: Resident's are informed of their right to refuse medication during the intake process and sign a form acknowledging this is one of their personal rights. However, due to the severity of emotional disturbance and developmental delay of the residents, they may not recall all of the rights they have. A group was conducted on 7/24/08 to address this issue and remind the residents of their right to refuse medication. The residents acknowledged that they understood this right by signing a form confirming the group discussion (see attached).

Homerest Group Home Findings:

1. San Gabriel Children's Center Group Home Management:

a. Repair the kitchen counter:

CAP: The kitchen counter was repaired on 7/28/08 by the Plant Operations Manager. The House Manager and Site Administrator are responsible for ensuring that the home is maintained in good condition and free from damages and safety issues by conducting monthly audits of the home. All repairs needed in the home will be requested by submitting a work order to the Plant Operations department.



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b. Repair baseboard area in the children's bathroom.

CAP: The baseboard was repaired on 6/20/08 by the Plant Operations Manager. The House Manager and Site Administrator are responsible for ensuring that the home is maintained in good condition and free from damages and safety issues by conducting monthly audits of the home. All repairs needed in the home will be requested by submitting a work order to the Plant Operations department.

c. Replace the damaged mattress in bedroom four.

CAP: The mattress was replaced on 8/1/08. The House Manager will be responsible to guarantee that all mattresses are clean and free from damages by conducting monthly inventories of mattresses and linen. Any mattresses needing replacement will be requested by submitting a work order to the Plant Operations department.

Nearfield Group Home Findings:

1. San Gabriel Children's Center Group Home Management:

a. Repair the kitchen counter.

CAP: The kitchen counter was repaired on 7/28/08 by the Plant Operations department staff. The House Manager and Site Administrator are responsible for ensuring that the home is maintained in good condition and free from damages and safety issues by conducting monthly audits of the home. All repairs needed in the home will be requested by submitting a work order to the Plant Operations department.

b. Replace the broken stove burner.

CAP: A new stove burner was purchased and installed by the Plant operation department staff on 7/14/08 (see receipt). The House Manager and Site Administrator are responsible for ensuring that the home is maintained in good condition and free from damages and safety issues by conducting monthly audits of the home. All repairs needed in the home will be requested by submitting a work order to the Plant Operations department.

c. Clean the kitchen oven.

CAP: The oven was cleaned on 7/29/08 by Nearfield Home staff. The House Manager is responsible to ensure that the kitchen and all appliances are kept clean at all times by conducting daily inspections of the home.

d. Replace the stained bed pillows.

CAP: All stained bed pillows were replaced with new ones on 7/31/08. The House Manager will be responsible to guarantee that all bed pillows are clean and free from



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stains by conducting monthly inventories of pillows and linen.

2. San Gabriel Children's Center Group Home Management inform all children of their right to refuse medication.
CAP: Resident's are informed of their right to refuse medication during the intake process and sign a form acknowledging this is one of their personal rights. However, due to the severity of emotional disturbance and developmental delay of the residents, they may not recall all of the rights they have. A group was conducted on 8/18/08 to address this issue and remind the residents of their right to refuse medication. The residents acknowledged that they understood this right by signing a form confirming the group discussion (see attached).

Transitional Living 1-Puente Group Home Findings:

1. San Gabriel Children's Center Group Home Management:

- a. Replace the carpet in the living room.

CAP: The carpet in the living room was replaced with tile on 6/29/08. A grant was awarded to our agency by the Ahmanson Foundation which provided funds to allow for the replacement of the carpet with tile in the living room.

- b. Repair the TV cabinet in the living room.

CAP: The TV cabinet was repaired on 6/25/08. The House Manager and Site Administrator are responsible for ensuring that the home is maintained in good condition and free from damages and safety issues by conducting monthly audits of the home. All repairs needed in the home will be requested by submitting a work order to the Plant Operations department.

- c. Remove the mildew from the baseboard in the bathroom.

CAP: The baseboard in the bathroom was removed and replaced after a deep cleaning was completed on 6/20/08 by the Plant Operations department staff. The House Manager is responsible to ensure that the bathrooms are kept clean at all times by conducting daily inspections of the home.

2. San Gabriel Children's Center Group Home Management inform all children of their right to refuse medication.

CAP: Resident's are informed of their right to refuse medication during the intake process and sign a form acknowledging this is one of their personal rights. However, due to the severity of emotional disturbance and developmental delay of the residents, they may not recall all of the rights they have. A group was conducted on 7/28/08 to



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address this issue and remind the residents of their right to refuse medication. The residents acknowledged that they understood this right by signing a form confirming the group discussion (see attached).

Transitional Living Home 2-Rambling Group Home Findings:

1. San Gabriel Children's Center Group Home Management:

a. Repair the damaged fence

CAP: The fence was repaired on 7/23/08 by the Plant Operations department staff. The House Manager and Site Administrator are responsible for ensuring that the home is maintained in good condition and free from damages and safety issues by conducting monthly audits of the home and outdoor perimeters. All repairs needed inside or outside of the home will be requested by submitting a work order to the Plant Operations department.

b. Repair or replace the garage door.

CAP: This recommendation has an anticipated implementation date of 8/29/08. The House Manager and Site Administrator are responsible for ensuring that the garage door is free from severe damage and safety issues. Any repairs needed for the garage will be requested to the Plant Operations department by submitting a work order.

c. Replace the carpet on the second floor.

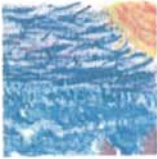
CAP: This recommendation has not been implemented. A bid has been obtained and the Vice President of Development is in the process of securing a grant to replace the carpet. This recommendation has an anticipated implementation date of November 30, 2008.

d. Replace the broken computer desk.

CAP: A new computer desk was purchased and replaced the broken one on 7/3/08. The House Manager and Site Administrator are responsible for ensuring that the home is maintained in good condition and free from damages and safety issues by conducting monthly audits of the home. All repairs needed in the home will be requested by submitting a work order to the Plant Operations department.

e. Remove the mildew from the baseboard area in bathroom two.

CAP: The mildew was removed from the baseboard area in bathroom two on 7/3/08 by the Plant Operations department staff. The House Manager is responsible to ensure that the bathrooms are kept clean at all times by conducting daily inspections of the home.



San Gabriel Children's Center, Inc.

San Gabriel Children's Center values the Auditor-Controller's recommendations as we are committed to providing the highest quality of care to the children and families that we serve. Enclosed are additional pictures to support that the corrective action plans have been implemented. Should you have any questions, please contact me at 626-859-2089 ext. 102 or e-mail at ruthsigala@sangabrielchild.com

Respectfully Submitted,

Ruth Sigala, MA
Director of Residential Services

Cc: Porfirio "Pete" Rincon, CEO/President
Tracy Wilson, Quality Assurance Director
Cesar Sanchez, Site Administrator
Hector Gonzalez, Site Administrator
Susan Pennington, Site Administrator